

**United States Forest Service, Region 8,
Land Between The Lakes National Recreation Area**

MEMBERSHIP BALANCE PLAN

1. Committee's Official Designation

Land Between The Lakes Advisory Board

2. Authority

The Charter for Land Between The Lakes Advisory Board (Board) which provides advice to the Secretary of Agriculture (Secretary) is reestablished in accordance with Section 460 of the Land Between the Lakes (LBL) Protection Act 1998 (Act) (U.S.C. 460iii et. Seq) and the Federal Advisory Committee Act (FACA) amended, (5.U.S.C. App 2), excepting Section 14(a)(2) as outlined in the Act in Section 522(h).

3. Objectives and Scope of Activities

The purpose of the Board is to broaden the representation of diverse interests and increase the frequency of advice the United States Department of Agriculture (USDA) receives from the public and private sectors; and to advise the Secretary on 1) means of promoting public participation for the land and resource management plan for LBL; and 2) environmental education.

4. Points of View Needed for the Board

- (1) Four persons appointed by the Secretary of Agriculture, including:
 - a. two residents of the State of Kentucky, and
 - b. two residents of the State of Tennessee
- (2) Two persons appointed by the Governor of Kentucky,
- (3) Two persons appointed by the Governor of Tennessee,
- (4) Two persons appointed by the Commissioner of Kentucky Department of Fish and Wildlife Resources or designee,
- (5) One person appointed by the Commission of Tennessee Wildlife Resources or designee,
- (6) Two persons appointed by the Judge Executive of Lyon County, Kentucky,
- (7) Two persons appointed by the Judge Executive of Trigg County, Kentucky; and,
- (8) Two persons appointed by the County Executive of Stewart County, Tennessee

Every effort will be made to ensure that the membership of this Board is balanced, nevertheless, USDA recognizes that committee membership is not static and may change, depending on the work of the Board.

5. Other Balance Factors

Equal opportunity practices in accordance with USDA policies will be followed in all appointments to the Board. To ensure that the recommendations of the Board have taken into account the needs of the diverse groups served by USDA, membership will include to the extent possible, individuals with demonstrated ability to represent minorities, women, and persons with disabilities.

The USDA prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program.

6. Quorum Requirements

The Charter requires that nine voting members constitute a quorum for the conduct of business. Any Board recommendation to the Secretary requires an affirmative vote of at least a majority of the total Board membership on that date. Consensus on decisions and recommendations is desirable.

7. Candidate Identification Process

When vacancies occur in a primary membership, the applicable appointing official will be asked to appoint a new primary member to the Board. The designated alternate will fill in as the official representative of their appointing agency until a new primary member is appointed. If an alternate is no longer able to serve, or is appointed to the primary membership, the applicable appointing official will be asked to designate a new alternate.

Once candidates have been identified, their names and background data are submitted to the USDA White House Liaison's office for vetting. The vetting process includes a background check to determine if any of the candidates have a conflict of interest that would prohibit them from serving on the board due to criminal or ethical violations.

The Forest Service conducts outreach to educate the public of the Secretary's intent to renew and appoint USDA representatives to the Board. Appointing officials were informed of the need to ensure interests represented on the Board are as diverse as possible.

As a part of the Agency's outreach efforts to women, minorities, and persons with disabilities, the Forest Service will utilize numerous sources that include, but are not limited to, news releases, public notices to regional and local community areas that include, but are not limited to libraries, historically black colleges and universities, radio stations, newspapers, and television stations. In addition, essential information regarding the application process is available via the Board's website. It is important to note that the demographics of Kentucky and Tennessee reflect very little diversity but there will be a continuing effort to seek out additional outreach opportunities.

The Board's Designated Federal Officer (DFO) reviews the applicants from the outreach efforts and makes recommendations to the Secretary of Agriculture for the appointment of members to the Board. The Secretary of Agriculture reviews the recommendations from the DFO and appoints members to the Board.

When vacancies occur on the Board, the DFO will review applicants from the initial outreach efforts and/or conduct additional outreach to gain applicants to make a recommendation to fill the vacant position on the Board in a timely manner. All vacancies will be filled immediately, as to maintain the balance of interests on the Board.

The members appointed to the Board serve a 5-year term.

8. Subcommittee Balance

Board members may create and operate subcommittee recommended by a majority of the committee members and approved by the Secretary or the DFO. Subcommittees must report back to the Board, and must not provide advice or work products directly to the agency.

9. Other

10. Date Prepared or Updated January 13, 2015